



The **Library of Parliament** is a non-partisan organization providing stimulating and rewarding work. We recognize that our employees are our most important asset and, as such, we offer excellent benefits, four weeks' vacation leave, learning opportunities to support professional and career development, competitive salaries, and more!

Our **Information and Document Resource Service (IDRS)** provides high-quality, substantive and timely information and documentation to Parliament and its staff by building, managing, preserving and optimizing access to the Library's information assets.

We are currently looking for candidates to staff the following position: **Cataloguing Librarian**.

The **Cataloguing Librarian** is responsible for providing access to library materials for all formats (including print, non-print, serials, and electronic formats) through the creation of catalogue records or metadata, which meet the needs of parliamentarians with respect to quantity, timeliness, completeness and quality.

Cataloguing Librarian

Resource Description and Analysis Information and Document Resource Service

Indeterminate Position

LS-2 (\$67,951–\$81,376)

(Bilingual staffing – imperative: CBB/CBB)

For the purposes of this selection process, the competencies listed in the attached Competency Profile will be evaluated.

For the purposes of this selection process, the following knowledge criteria will be evaluated:

- Knowledge of MARC coding, RDA, LCSH, CSH, RVM, and LC classification
- Knowledge of cataloguing of all publication formats (print and electronic resources)
- General knowledge of the Library of Parliament's products, services and publications

To be considered, candidates must have:

- A master's degree in Library Sciences or in Information Studies or in Library and Information Sciences from a recognized university
- Knowledge of trends and developments in metadata, cataloguing, and RDA standards
- Knowledge of bibliographic and authority record maintenance in an automated environment.
- Experience in the standardized description of resources (print and electronic) and the use of controlled vocabularies, with a demonstrated high level of cataloguing
- Experience using various automated library systems

Asset:

- Experience cataloguing serial publications
- Familiarity with processing operations relating to catalogue database maintenance, including experience with software for batch loading of library records, such as MarcEdit

Candidates retained in this selection process will be required to obtain:

- A successful second-language evaluation (Bilingual staffing – imperative: [CBB/CBB](#))
- A successful pre-employment screening

Additional Information:

- This selection process is open to the public and to employees of the Library of Parliament, the Senate, the House of Commons, the Office of the Senate Ethics Officer, the Office of the Conflict of Interest and Ethics Commissioner, the Parliamentary Protective Service, and the Office of the Parliamentary Budget Officer.
- This selection process will include a second-language evaluation, a written qualifying exam, and an interview. The interview will consist of behavioural, situational and knowledge-based questions. Candidates will be required to pass each stage in order to move to the next stage of the selection process.
- Qualified candidates from this selection process may be considered for determinate or indeterminate positions at the Library of Parliament that require similar knowledge and/or competencies.
- Education and experience requirements will be used to determine which candidates will be asked to participate in the next stage of the selection process.
- Satisfactory references and proof of education are essential conditions of appointment.
- Travel and relocation expenses are the responsibility of the candidates.
- The Library of Parliament is committed to employment equity.



LIBRARY of PARLIAMENT

BIBLIOTHÈQUE du PARLEMENT

- Preference will be given to Canadian citizens and to permanent residents who are legally able to work in Canada. Applicants who have a valid work permit may also be considered.

Apply no later than 18 February 2019 – 11:59 p.m. (Eastern Time).

To apply, please send us your curriculum vitae, along with a covering letter indicating how you meet each of the education and experience requirements of the position. Please quote **Staffing Process 18-LOP-296** in your documents and, if you apply by email, in the subject line of your email.

Send us your application:

By email: lopres@parl.gc.ca
By fax: 613-995-9582
By mail: 50 O'Connor Street
Library of Parliament
Human Resources Directorate
Ottawa, ON K1A 0A9

Questions? Contact Human Resources at 613-617-0943 or lopres@parl.gc.ca.

We thank all those who apply. Please note that only those selected for further consideration will be contacted.